

EXECUTIVE SECRETARIAT (O/DCI)

Routing Slip

TO:

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SUSPENSE DATE:

Remarks:

3637 (4-78)

Executive Secretary

Date

DD/A Registry

File Training

DD/A Registry
1880-61
19-0881

D/O P

Office of
Personnel Management

Washington, D.C. 20415

In Reply, Refer To

FEB 28 1979

Your Reference

MEMORANDUM FOR HEADS OF DEPARTMENTS AND AGENCIES

Approximately 1 year ago, a valuable new staffing method was made available for agency use. I refer to the Cooperative Education Program for Graduate Students. These career-related work-study programs, authorized under Executive Order 12015, provide for the noncompetitive conversion to career or career-conditional appointments of advanced degree students who:

1. satisfy the requirements for masters' or Ph.D. degrees;
2. meet the conditions specified by the OPM; and
3. are recommended by their employing agency.

You are no doubt well aware of the high quality of education being provided by graduate schools throughout the Nation. You are also aware of the high caliber of students engaged in graduate study. The cooperative education authority provides an ideal opportunity to design a program or programs closely aligned to the missions of your agency and to recruit top-quality prospects.

Through this first year, members of the OPM staff have worked closely with agency coordinators in familiarizing them with the requirements of and in establishing graduate cooperative education programs. We have also informed graduate schools of this new opportunity. Response from college officials has been most enthusiastic. Actual experience to date with the programs established, although limited in numbers, clearly demonstrates that the graduate cooperative programs are fulfilling their objectives.

The Civil Service Reform Act states that it is the policy of the United States to provide a competent, honest, and productive work force reflective of the Nation's diversity and to improve the quality of public service. The Office of Personnel Management is dedicated to providing the staffing tools needed by agencies to meet this objective, but their full value will not be realized unless agencies make active use of them. I urge you to review, with top management and personnel staff, your agency's use of this staffing method. OPM staff in the Office of Student Employment Programs, telephone: 632-5678, are available to work with your staff in establishing programs designed to meet your agency's needs.

Alan K. Campbell